



U.S. Department of Energy

Office of the Engineering and
Construction Management

User Account Access Guide for PARS II

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Change Control Page

The change control page is used to record information about the changes (i.e., additions, modifications, deletions) that have been made to this document.

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1.0 Introduction

This document describes the account access procedures for PARS II and was written for PARS II Help Desk personnel and new users of the application. The following topics are covered in this document:

- PARS II Welcome Page
- PARS II Account Request Procedures
- Logging into PARS II
- Changing PARS II Password
- Help Desk Procedures

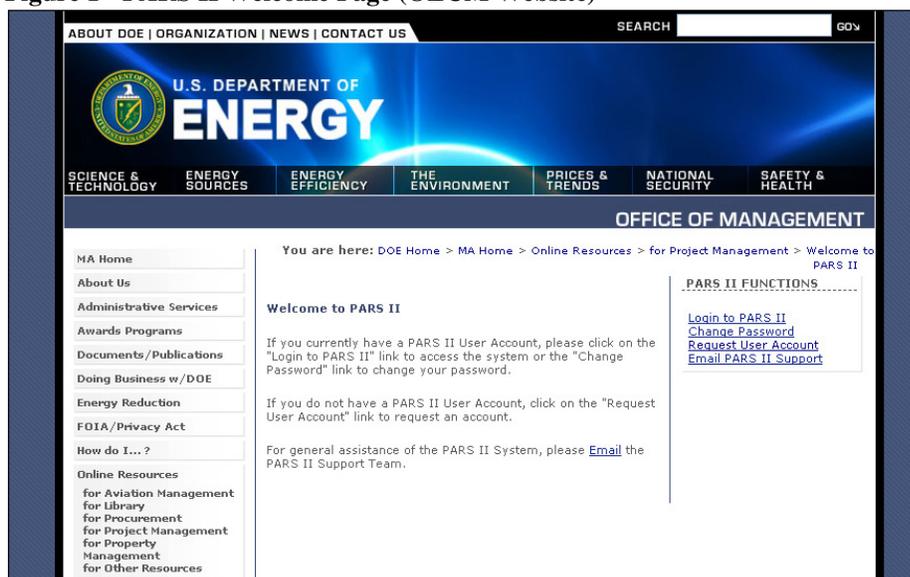
Additional questions can be directed to the PARS II Help Desk by calling 301-903-2500 and selecting option 4, and then option 5. PARS II Help Desk personnel can be reached by email at the following address: i-Manage.eas@hq.doe.gov.

2.0 PARS II Welcome Page

The preferred method for accessing the PARS II application, to obtain the latest information about events, notices and updates, is to click on the [PARS II Welcome Page](#) (Figure 1). The PARS II Welcome Page can also be accessed by typing the following address into the web browser's address window: http://www.management.energy.gov/online_resources/pars2.htm

The Department of Energy's Office of Engineering and Construction Management (OECM) maintains the PARS II Welcome Page and posts helpful information, such as links to commonly used functions, contact information for the PARS II Help Desk, and instructions for obtaining an account. Links are located on the right side of the Welcome Page and connect to the PARS II Login, Change Password, Request an Account, and PARS II Help Desk functions.

Figure 1 - PARS II Welcome Page (OECM Website)



3.0 Account Request Procedures

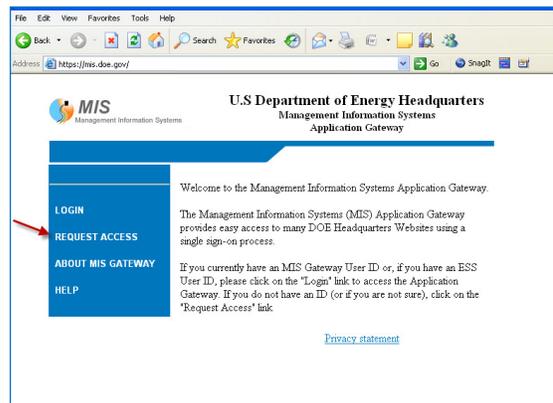
Individuals requiring access to PARS II must apply for a PARS II user account. The application process utilizes the Department of Energy’s [MIS Application Gateway](#) web software to verify the identity of new users and to manage account application and approval process. To apply for a PARS II user account, follow the instructions listed in the steps below.

Step 1: Identity Verification

If the federal employee or contractor (called the requestor) already has an account on the Department of Energy’s MIS Application Gateway then the requestor can skip Step 1 and proceed to Step 2. If the requestor does not have an MIS Application Gateway account, then the requestor must use the “Request Access” Menu Option on the MIS Application Gateway to verify his/her identity with the Department of Energy. Instructions for using identity verification features are listed on the screen (Figure 2).

To access the MIS Application Gateway, run the web browser (Microsoft Explorer) and connect to the MIS Application Gateway by typing the following address into the web browser’s address window <https://mis.doe.gov/> When the MIS Application Gateway main page appears, click the screen’s Request Access Menu Option (Figure 2).

Figure 2 - MIS Gateway: Request Access



After selecting the Request Access Menu Option the General Information screen appears (Figure 3); offering additional information about the identify verification process. After reading the screen text click the CONTINUE link at the bottom of the screen.

Figure 3 - MIS Gateway: General Information

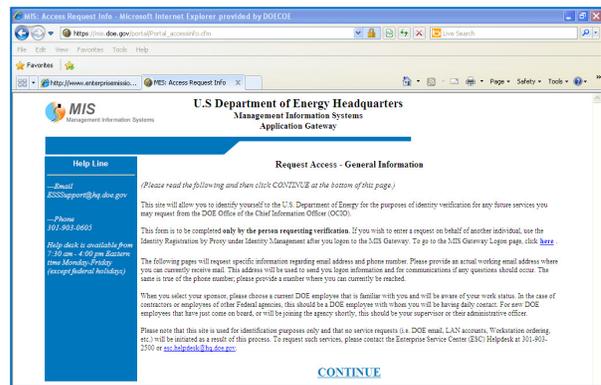


Figure 4 - MIS Gateway: Profile Information

Next, the Profile Information screen appears (Figure 4), requiring entry of personnel profile information. Enter your last name, social security number, citizenship status and federal/contractor employee status.

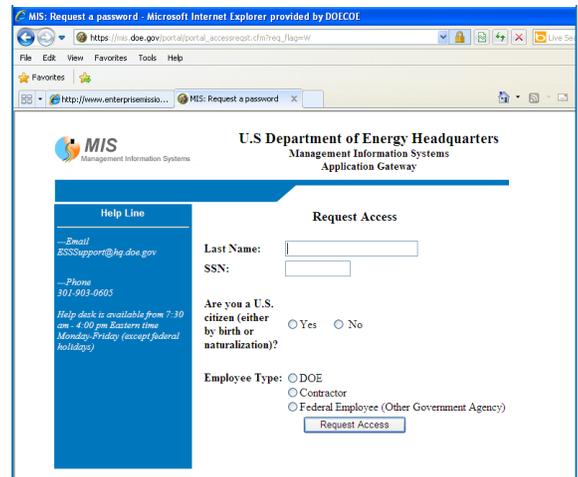


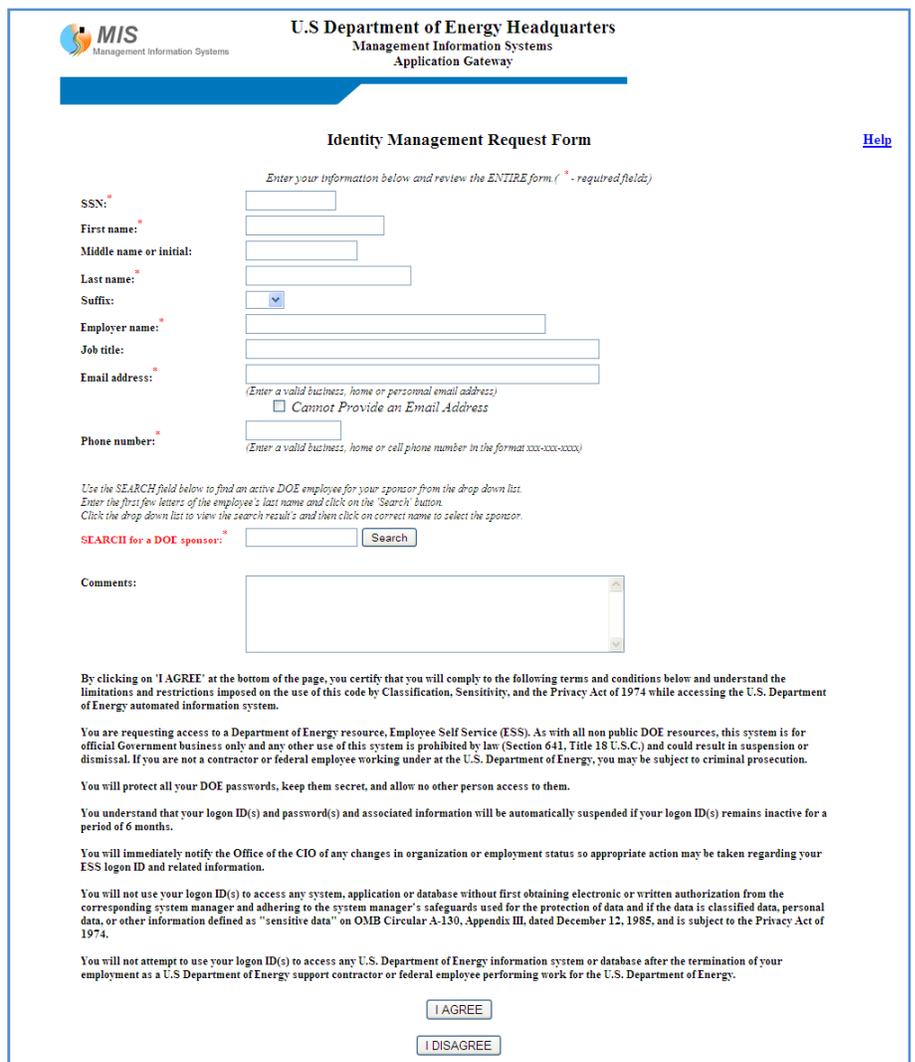
Figure 5 - MIS Gateway - Select Sponsor and Read Rules of Behavior

The Select Sponsor screen appears next (Figure 5), requiring additional profile information to be entered, such as employer name, job title, email address and phone number.

Click on the “Search” dropdown box, located near the center of the form, to select a name from the list of federal sponsors. The person selected should be someone from your site (e.g., federal manager, federal supervisor) who is familiar with your job responsibilities and requirements for verification.

Next, read the DOE Rules of Behavior, located near the bottom of the screen and click the I AGREE button, if in agreement with the terms.

When done, exit from the MIS Application Gateway and wait approximately one week for an email response from the federal sponsor, indicating approval or rejection. If approved,



you will receive instructions and a User name and password that will permit you to log into the MIS Application Gateway and complete the application process,

Step 2: Login to MIS Application Gateway

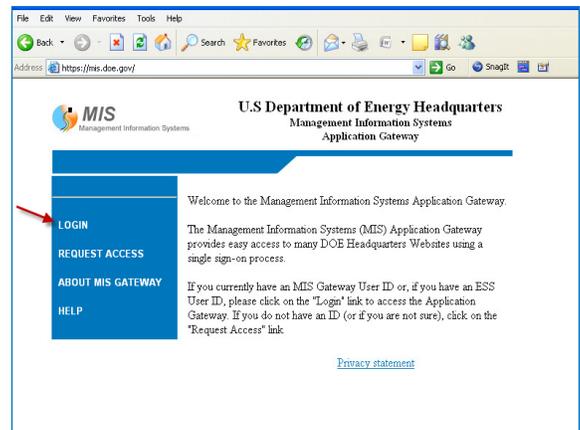
The purpose of this step is to provide the verified DOE federal employee or contractor with a mechanism for choosing a DOE Headquarters software application (e.g., PARS II, STARS, STRIPES, IDW). The MIS Application Gateway also manages the workflow aspects of the approval and communication processes.

This step assumes that you (the requestor) have received an account to access the MIS Application Gateway and that you are prepared to log into the MIS Application Gateway to apply for a PARS II user account.

When ready to use the MIS Application Gateway, type this address into the web browser's address window <https://mis.doe.gov/>

When the MIS Application Gateway main web page appears, click the screen's "Login" Menu Option (Figure 6).

Figure 6 - MIS Application Gateway



Next, the MIS Application Gateway LOGIN screen will appear (Figure 7). Enter your previously assigned MIS Application Gateway Username and Password and then press the AUTHENTICATE ME button.

Figure 7 - MIS Gateway: Login Screen

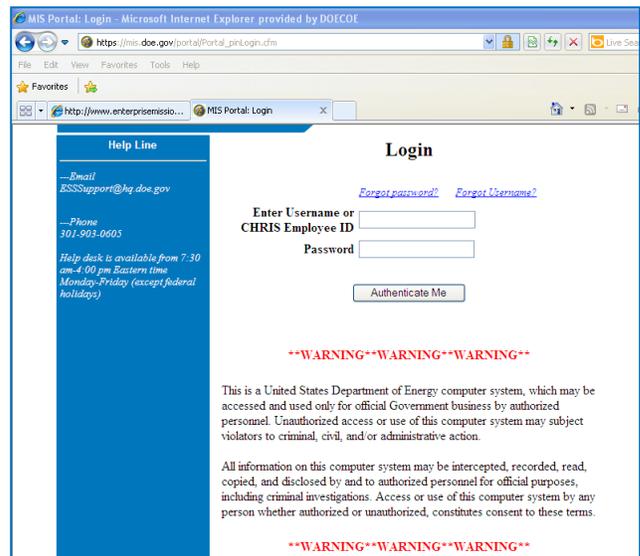
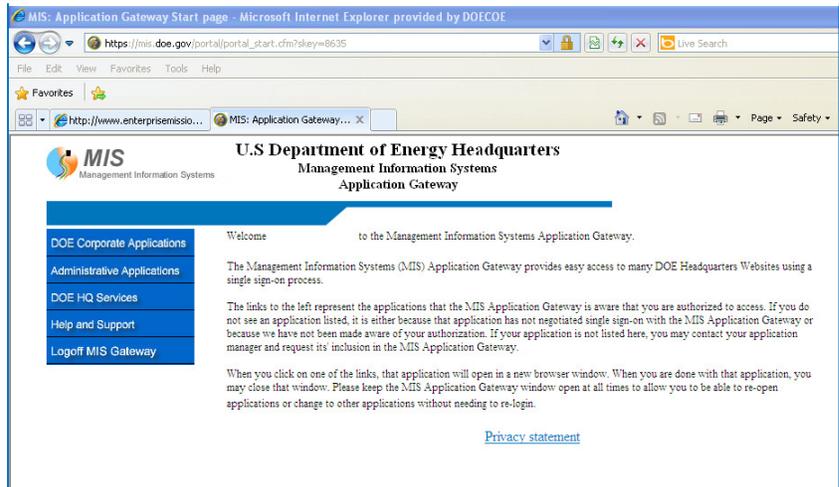


Figure 8 - MIS Gateway - Applications

Next, the Applications Gateway screen will appear (Figure 8). Select the **DOE Corporate Applications** menu option, located on the left side of the screen. A sub-menu item will appear. Select the **Application Access Request** option from the sub-menu.

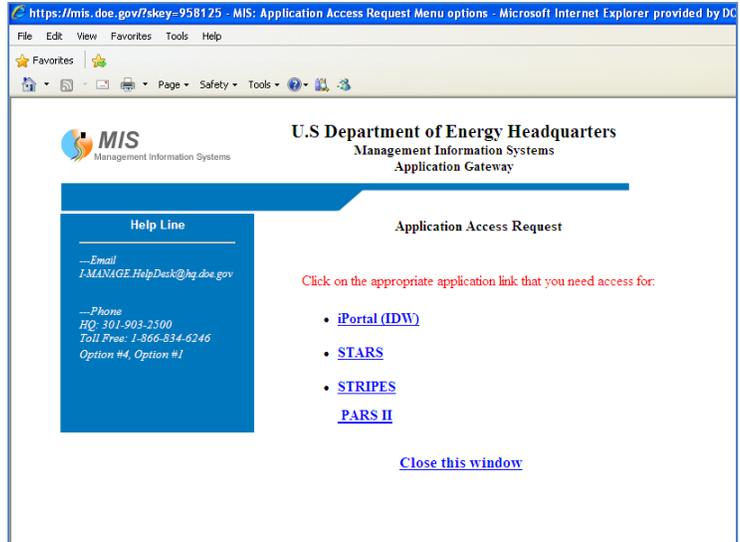


The **User Verification Form** appears next (Figure 9). Update all profile information, such as site, building, address, mailstop, room number and phone. When done, click on the **Update/Continue** button at the bottom of the screen.

Figure 9 - MIS Gateway: User Verification

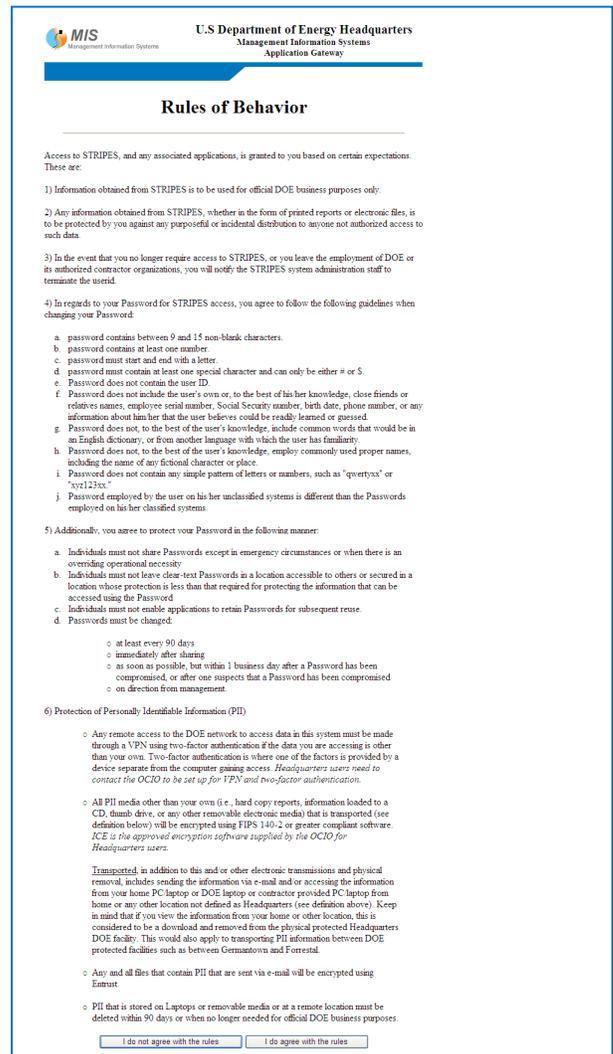
Figure 10 - MIS Gateway - Application Request

The Application Access Request screen appears next (Figure 10). Click the **PARS II** Menu Option and then click the **Close this Window** item at the bottom of the screen.



The Rules of Behavior screen appears next (Figure 11). Make sure to read all of the rules and then, if in agreement with the terms, click the **I Do Agree With The Rules** button.

Figure 11 - MIS Gateway: Rules of Behavior



The PARS II Custom Form screen appears next (Figure 12). Enter the following information on this form:

- **User Role:** Select one role from the list of roles on the screen that most closely represents your job function as it pertains to using PARS II. If unsure about your role in PARS II, please call the PARS II Help Desk.
- **Approving Official:** Select one name, from the list of names in the dropdown box, of the Program Approving Official who will be responsible for approving your request to obtain a PARS II user account.
- **PARS II Project Number** (optional): If applicable, enter the DOE Project Number for each project that you are responsible for updating. A maximum of five projects can be entered.
- **Requestor Comments:** Enter text in this block that pertains to questions or issues that you might have about this request (e.g. “this is my second request”).
- **Business Reason:** Enter a brief justification for using PARS II (e.g., it is required by my job, I want to monitor projects in my area of responsibility, etc.).

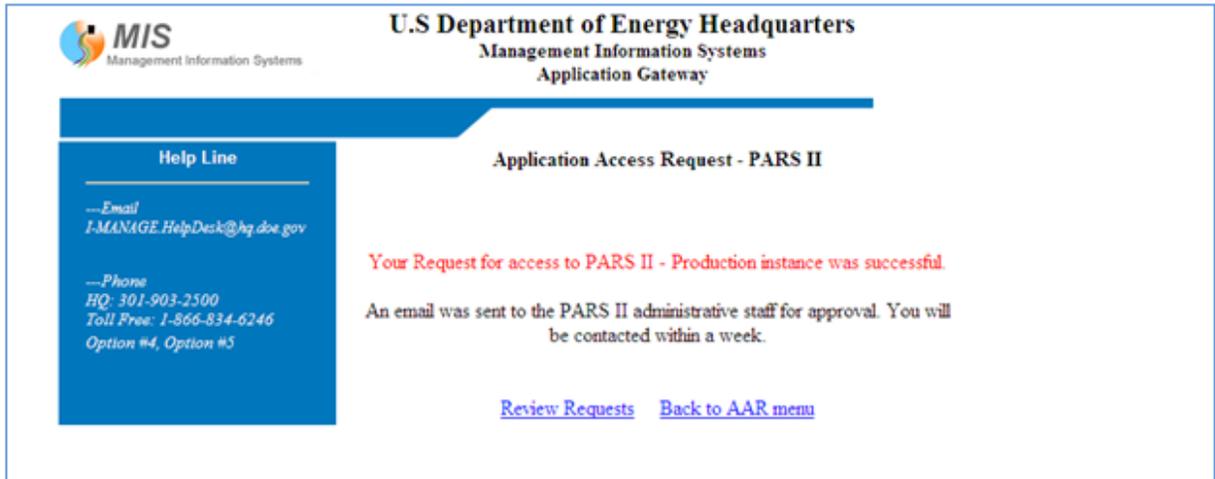
After entering all items on the screen, click the SUBMIT button at the bottom of the screen.

Figure 12 - MIS Gateway: Custom Form for PARS II

The screenshot shows the 'Application Access Request - PARS II (PROD instance)' form. The header includes the MIS logo and 'U.S. Department of Energy Headquarters Management Information Systems Application Gateway'. The form is titled 'Application Access Request - PARS II (PROD instance)' and is for user 'Mathew, Sissy N'. A red asterisk indicates a required field: '* Select User Role(s):'. A note says 'Note: You may select multiple Roles'. A list of roles with checkboxes includes: Acquisition Executive, Alternate OECM Analyst, Contracting Office Representative, Contractor Analyst, Contractor Project Manager, Deputy Federal Project Director, Federal Project Director, OECM Analyst, Program Analyst, Program Manager, and Program Point of Contact. Below this is a dropdown menu for 'Select your approving official:'. There are input fields for 'PARS II Project Number (optional):' and 'Requestor Comments (optional):'. A red asterisk indicates a required field: '* Please provide a business reason supporting your need to access PARS II:'. A note says 'For example, as an FPD I will use PARS II to upload schedule and earned value project data.' There is an input field for this field. A 'CONTINUE' button is at the bottom.

The last screen to appear in the request sequence is called the Confirmation screen (Figure 13) and its purpose is to inform the requestor that his/her information was entered correctly and that a response from the approving official, to approve or reject the request, should be expected within one week.

Figure 13 – MIS Gateway - Request Confirmation Screen



Step 3: Receiving the PARS II Account

If the approving official and authorizing official approve your request, then the PARS II Help Desk Administrator will be notified and will create your account in the PARS II system. The PARS II Help Desk Administrator will then send you a PARS II user name and password so that you will be able to access the application. Please contact the PARS II Help Desk if you have additional questions.

Note: Instructions for completing the account application process are also available on the DOE Office of Management's OECM [Request User Account](#) web page (Figure 14) and can be accessed by typing the following address into the browser's address window:
http://management.energy.gov/online_resources/pars2ar.htm.

Figure 14 - Request User Account Link: OECM Website

The screenshot displays the U.S. Department of Energy website's 'Office of Management' section. The main heading is 'PARS II User Account Request'. The page provides instructions for requesting a PARS II account, including a list of steps and contact information for support. The footer contains various government logos and contact details.

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U.S. DEPARTMENT OF ENERGY

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OFFICE OF MANAGEMENT

You are here: DOE Home > MA Home > Online Resources > for Project Management > PARS II > PARS II User Account Request

MA Home
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Administrative Services
Awards Programs
Documents/Publications
Doing Business w/DOE
Energy Reduction
FOIA/Privacy Act
How do I...?
Online Resources
for Aviation Management
for Library
for Procurement
for Project Management
for Property Management
for Other Resources
Policy/Guidance
Program Support
Project Management
Property Management
Contact Us

PARS II User Account Request

The account access process for PARS II relies on the Department of Energy's MIS Application Gateway system to verify the requestor's identity and to approve his/her request for access to a specific DOE Headquarters application, such as PARS II. Once approved by the MIS Application Gateway, the PARS II Help Desk Administrator will assign a new PARS II account to the requestor. Please follow the steps listed below to apply for a PARS II account.

PARS II FUNCTIONS

- [Welcome to PARS II](#)
- [Login to PARS II](#)
- [Change Password](#)
- [Email PARS II Support](#)

1. If the federal employee or contractor does not already have an account with the Department of Energy's MIS Application Gateway, then the requestor must apply for an account and be approved by a local federal sponsor. To accomplish this, the requestor should click on this link: [MIS Application Gateway](#) and then select the "Request Access" menu option, enter profile information on the form, and wait for approval from the federal sponsor.
2. Once the requestor has received an account to access the MIS Application Gateway then he/she must login to the MIS Application Gateway and provide the following information:
 - Update contact information (address, phone, etc);
 - Select a federal sponsor for approval (Program Office point of contact);
 - Read and sign the Rules of Behavior;
 - Select the appropriate PARS II Group Role;
 - Enter PARS II Project Number (if applicable);
 - Enter a business reason for using PARS II.
3. The request for a PARS II account will be reviewed by an approving official and by a representative from DOE OECM and, if approved, the new PARS II account will be created and relevant information will be sent to the requestor.

Questions about using the MIS Application Gateway should be directed to ESSSupport@hq.doe.gov or by calling 301-903-0605 between the hours of 7:30 to 4:00 EST, Monday through Friday.

Aviation Management | DOE Directives | Energy Library | OECM | MA Web Site Map

The White House energy.gov RECOVERY USA.gov PRIVACY PROGRAM E-GOV INFORMATION QUALITY PROGRAM FOIA PROGRAM

U.S. Department of Energy | 1000 Independence Ave., SW | Washington, DC 20585
1-202-586-5000 | f/202-586-4403
Web Policies | No Fear Act | Site Map | Privacy | Phone Book | Employment |

4.0 Logging into PARS II

The PARS II web application can be accessed in two different ways:

1. By connecting to the Department of Energy's OECM website [PARS II Welcome Page](#) and by clicking the link titled: [Login to PARS II](#) which is located on the right-hand side of the PARS II Welcome Page;
2. Or, by typing the PARS II URL address <https://pars2.doe.gov> into the browser's address window.

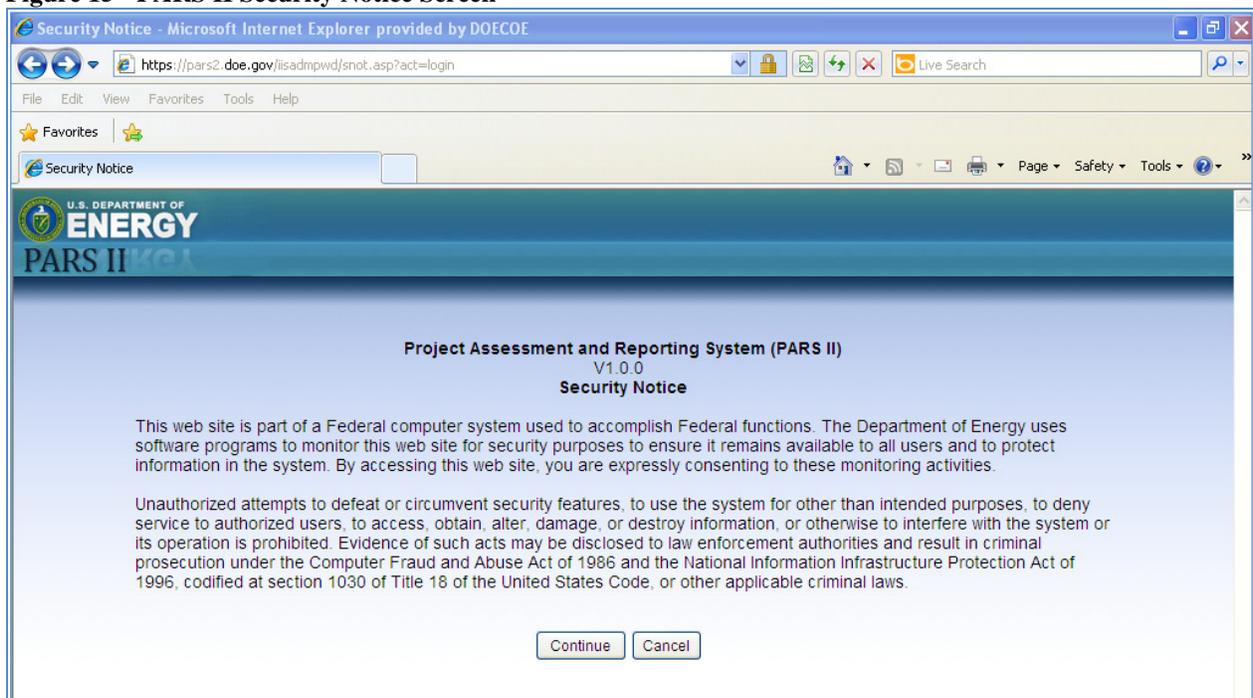
When either of these methods is chosen, PARS II will run and display the following three screens in succession:

- Security Notice screen (Figure 15)
- Login screen (Figure 16)
- PARS II Project screen (Figure 17)

4.1 Security Notice Screen

The **Security Notice** screen (Figure 15) prompts the user to read the text on the screen and then directs the user to press the “continue” button.

Figure 15 - PARS II Security Notice Screen

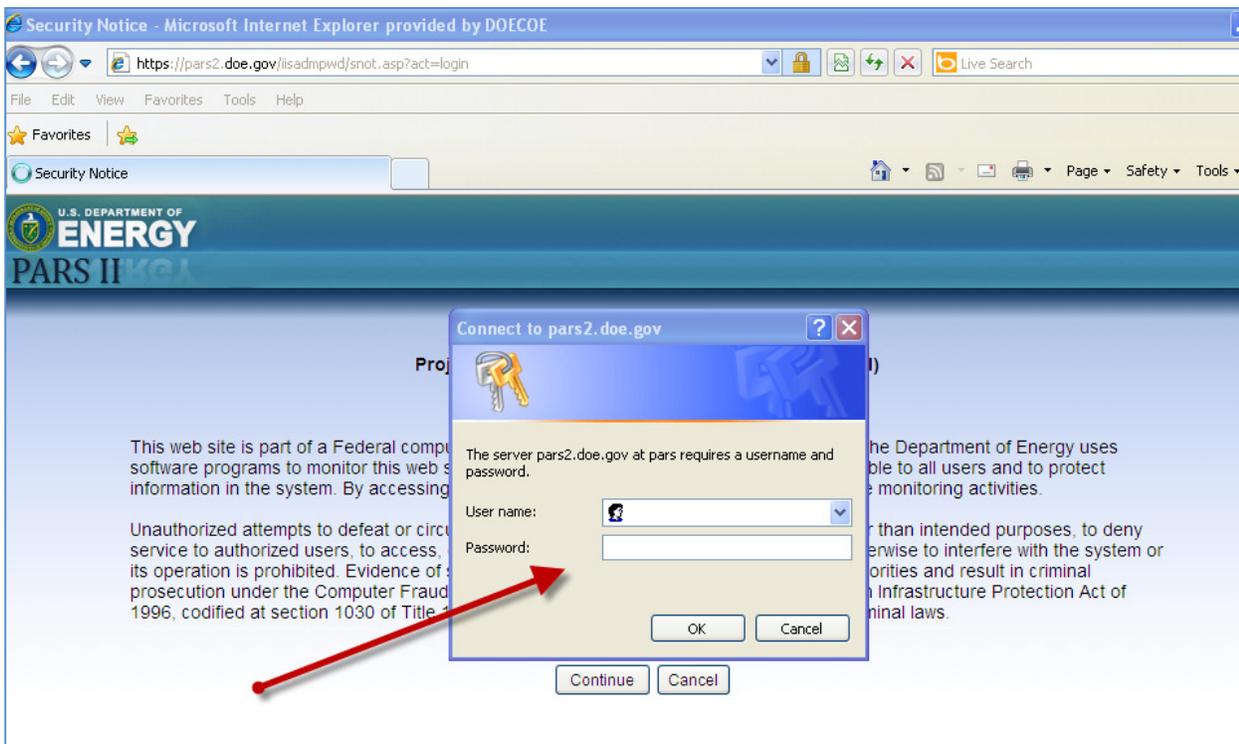


4.2 PARS II Login Screen

After agreeing to the terms of the PARS II Security Notice, the **PARS II Login** screen will appear (Figure 16). To access PARS II, the user must enter the pre-assigned PARS II User name and password and then click the OK button. Other relevant information appears below.

- Values for the user name and password must be entered with 60 seconds of the initial screen display, or an error screen will appear. Values entered for user name are not case sensitive but values entered for password are case sensitive.
- An invalid username or invalid password entry, followed by pressing the OK button, will cause the screen to re-display and prompt the user for new values (up to three separate times).
- After three invalid attempts at entering user name or password, the Windows Domain Error Screen will appear (Figure 18) and the user's account will be locked for 30 minutes. The user can wait 30 minutes and then re-enter correct values for user name and password, or the user can contact the PARS II Help Desk Administrator to request that the account be unlocked.

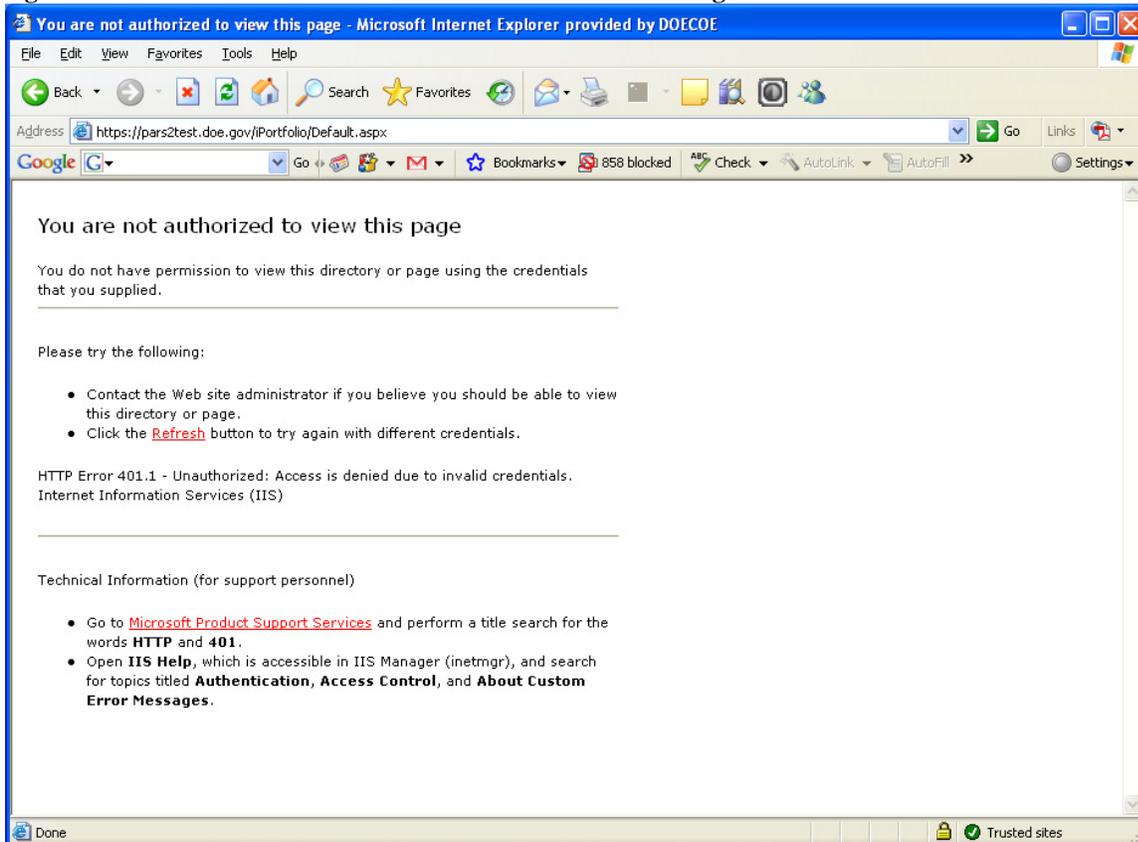
Figure 16 - PARS II Login Screen



4.4 PARS II Login: Invalid Password Screen

The login error page (Figure 18) will display if the user has entered an invalid password three times. If this is the case, PARS II has automatically locked the account and the user should contact the PARS II Help Desk for assistance.

Figure 18 - PARS II Windows Domain: Password Error Message



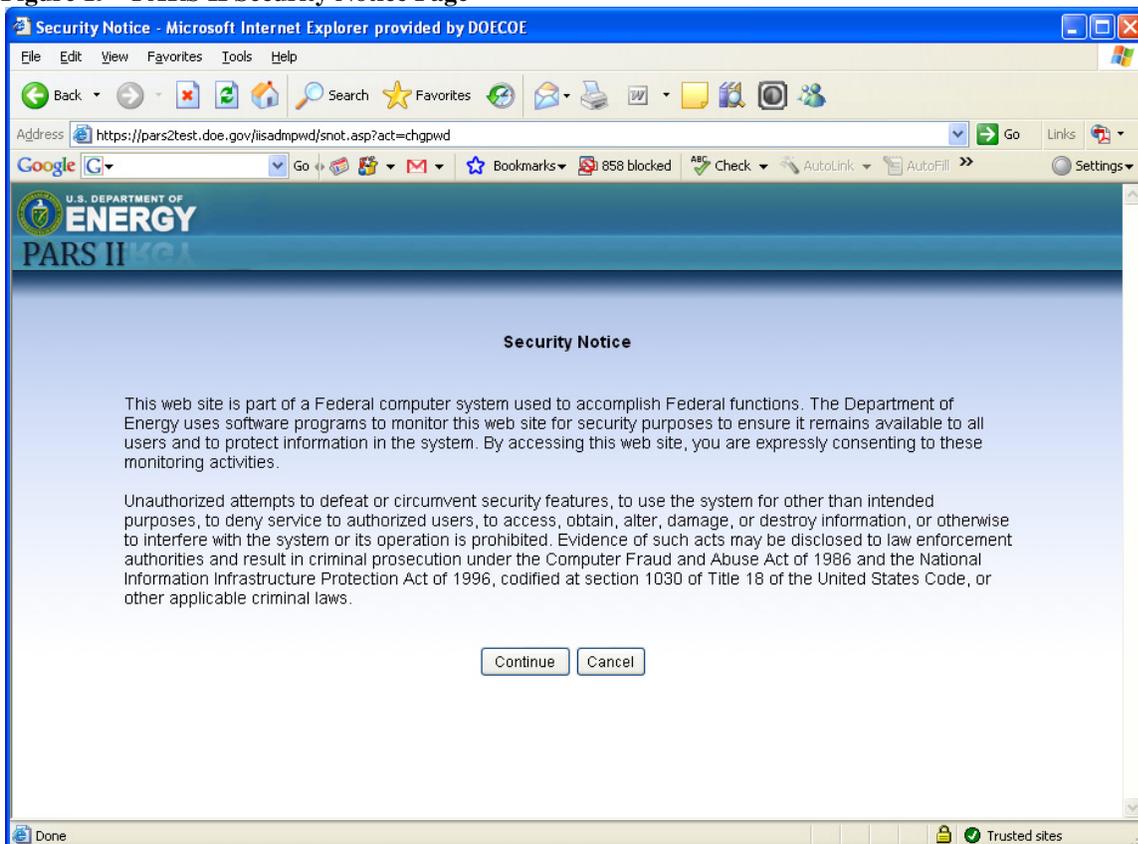
5.0 Steps for Changing the Password

A change to an existing PARS II password can be made by clicking the **Change PARS II Password** link, located on the PARS II Welcome Page. PARS II will then display the following three screens in succession:

1. Security Notice screen (Figure 19)
2. Rules of Behavior screen (Figure 20)
3. Change Password screen (Figure 21)

The **PARS II Security Notice** screen (Fig 19) will be the first screen to appear. The requestor must read the terms posted on the notice and, if in agreement with these terms, press the “continue” button at the bottom of the page. Pressing the “cancel” button will re-display the Welcome Page.

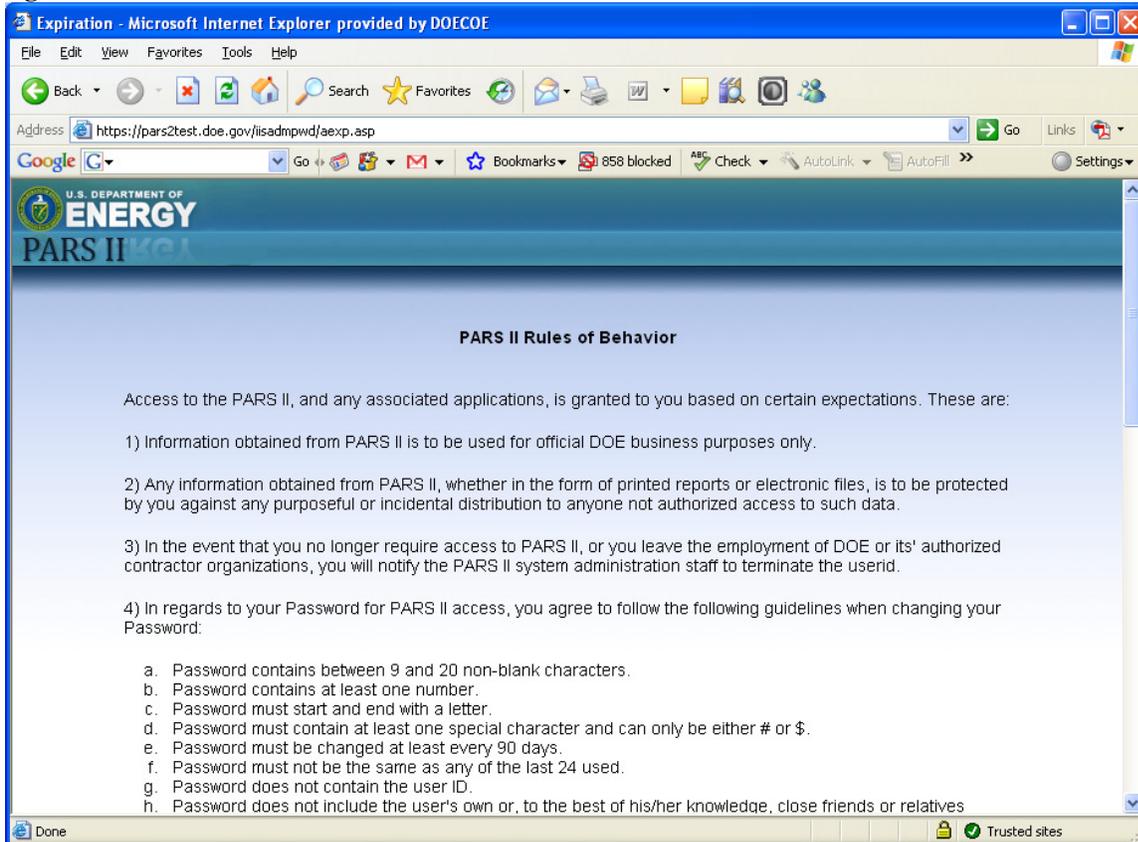
Figure 19 - PARS II Security Notice Page



5.1 Rules of Behavior Screen

The **PARS II Rules of Behavior** screen will appear next in sequence (Figure 20). The terms on the screen should be read carefully to understand what will be required to change your password. Use the vertical scroll bar to read the entire page and, when done, click the “I Accept These Rules of Behavior” button.

Figure 20 - PARS II Rules of Behavior Screen



5.2 Change Password Screen

The **PARS II Change Password** screen appears in order (Figure 21). The reader will be required to develop password text that complies with the guidelines shown on the Rules of Behavior screen. To change the password, the user must enter the following information on the screen:

- The value of your previously assigned PARS II user name, to be placed in the User ID field;
- The value of your current PARS II password, to be placed in the Old Password field;
- The value of the new password you are creating, to be placed in the New Password field. Remember that passwords are case-sensitive.
- Enter the new password (again), to be placed in the Confirm Password field.
- And then press the Submit button.
- Please take note of the *help text* located in the lower left-hand corner of the screen.

Figure 21 - PARS II Domain: Change Password Screen

Expiration - Microsoft Internet Explorer provided by DOECO

File Edit View Favorites Tools Help

Address <https://pars2test.doe.gov/jisadmpwd/aexp.asp>

U.S. DEPARTMENT OF ENERGY
PARS II

Change Password:

User ID:

Old Password:

New Password:

Confirm Password:

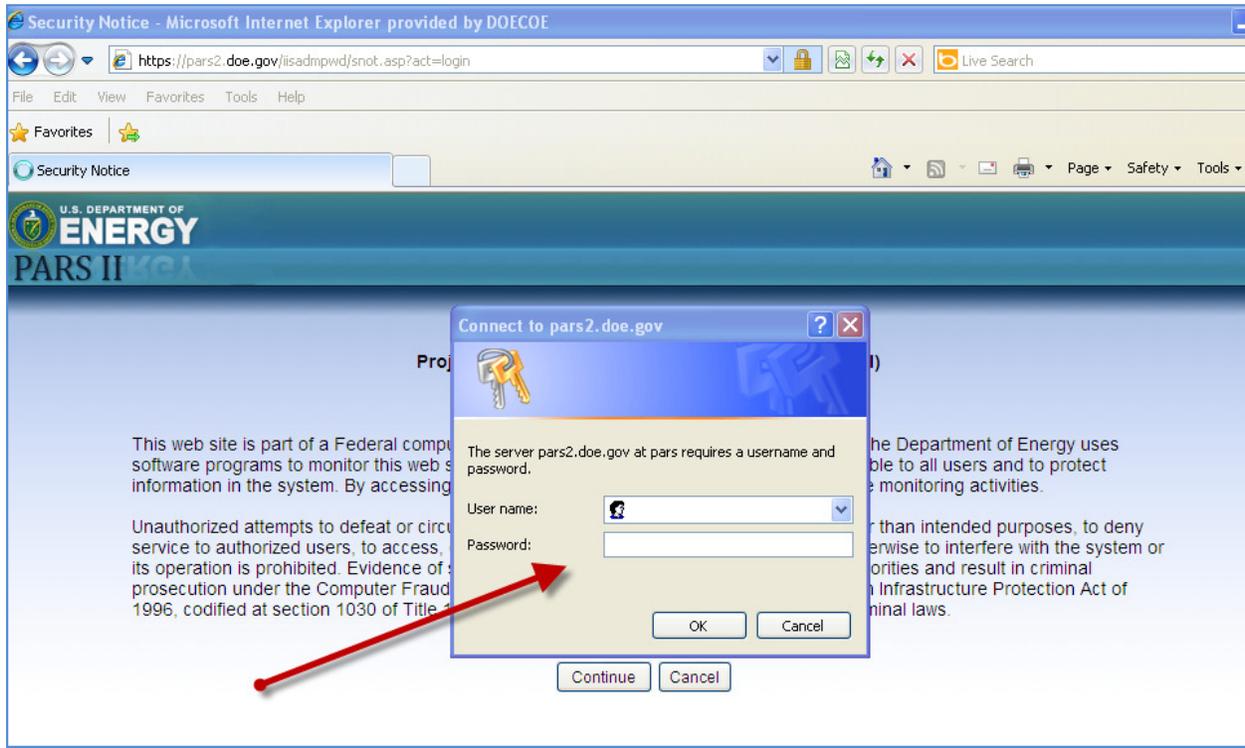
PARS II Password Guidelines:

- Password contains between 9 and 20 non-blank characters.
- Password contains at least one number.
- Password must start and end with a letter.
- Password must contain at least one special character and can only be either # or \$.
- Password must be changed at least every 90 days.
- Password must not be the same as any of the last 24 used.
- Password does not contain the user ID.
- Password does not include the user's own or, to the best of his/her knowledge, close friends or relatives

Done Trusted sites

To access PARS II, enter the username and new password in the **PARS II Logon** screen.

Figure 24 - PARS II Logon Screen

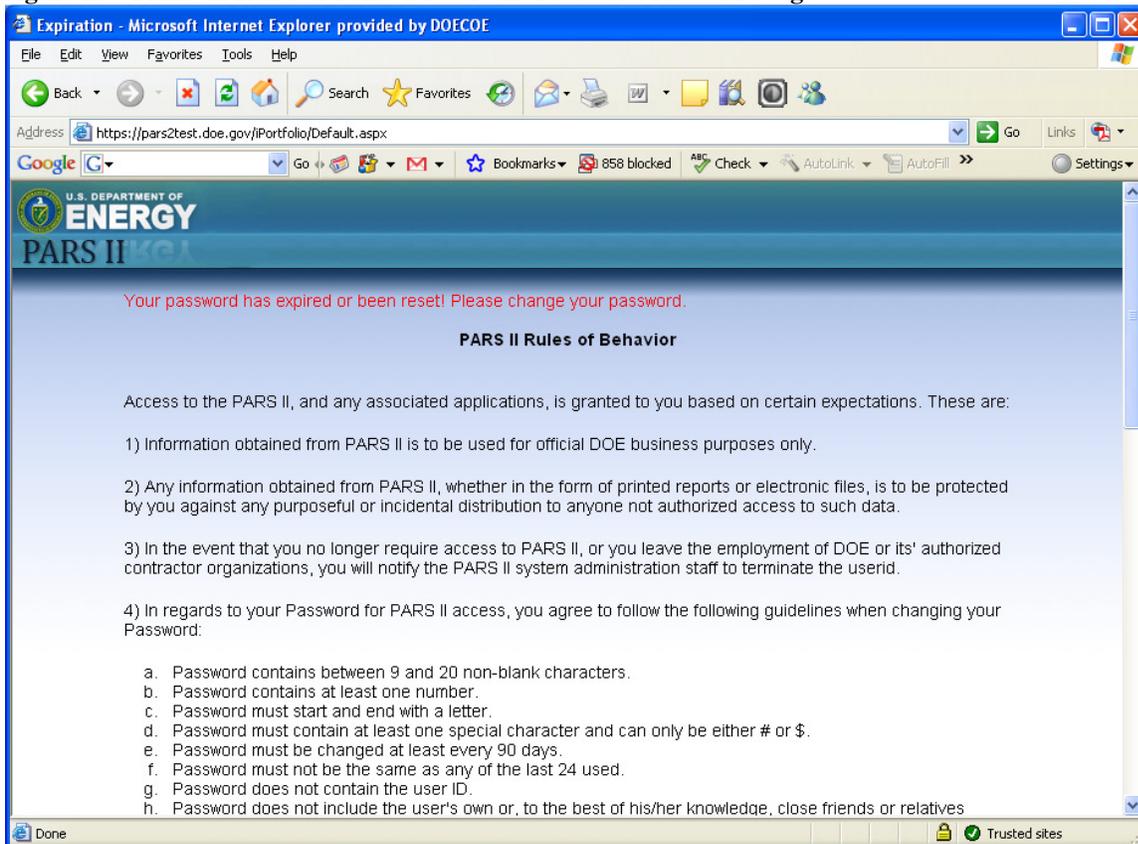


5.5 Changing an Expired or Reset Password

If a PARS II Password has expired (i.e., the password has not been changed in 90 days) or has been reset then a new password must be created using the **PARS II Change Password** screen.

The red text at the top of the Rules of Behavior screen (Figure 25) will display if the user's password has expired or if it has been automatically reset by the application. If this message appears, the user must go to the "PARS II Change Password" screen and update the existing password.

Figure 25 - PARS II Rules of Behavior Screen: Password Reset Message

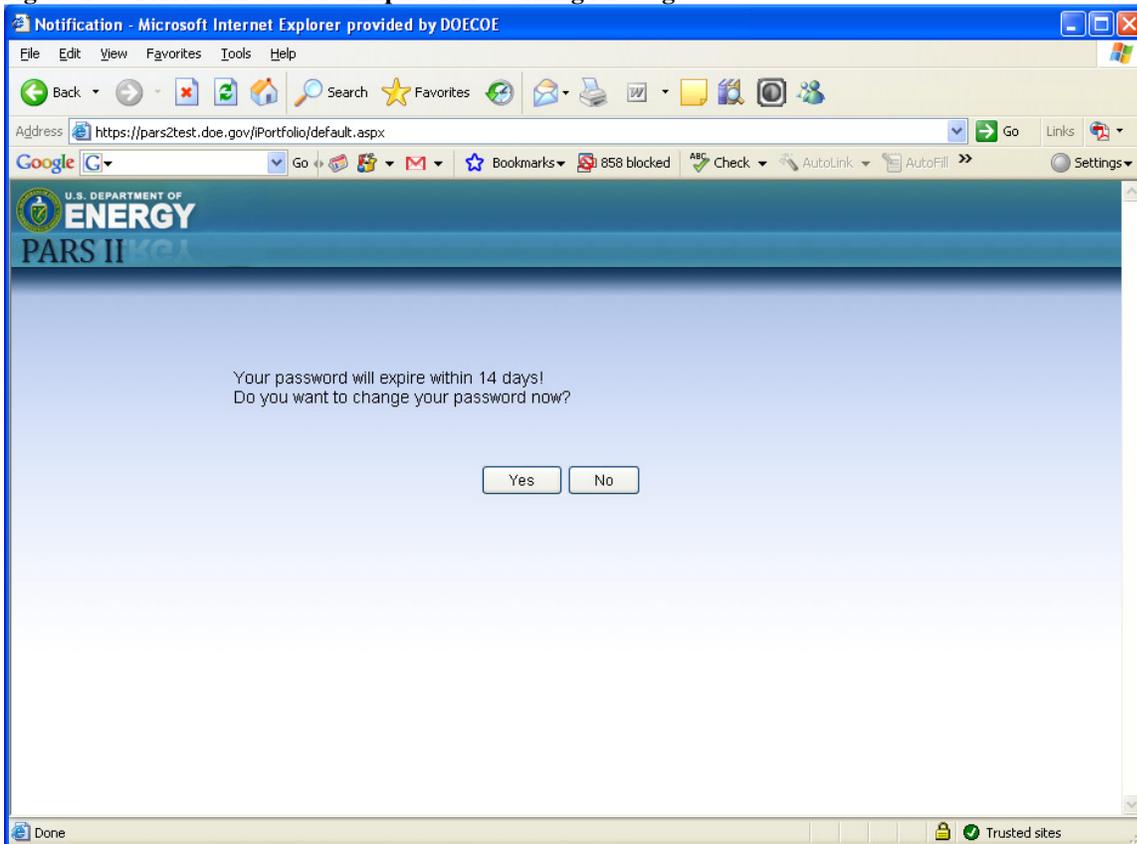


5.6 Password About To Expire

If a PARS II Password is about to expire within the next 14 days, the screen and accompanying text shown in Figure 26 will appear after logging into PARS II. This screen will allow the user to indicate his/her intent to change the password now, or to change it in the future.

Clicking the Yes button will display the PARS II Change Password screen. Clicking the No button will display the PARS II Select Project screen.

Figure 26 – PARS II Password Expiration Warning Message



6.0 Email the PARS II Help Desk

PARS II Help Desk support personnel can be reached calling 301-903-2500 and by selecting option 4, and then option 5. PARS II Help Desk personnel can also be reached by sending an email to the following address: i-Manage.eas@hq.doe.gov.

A link to the PARS II Help Desk is also available on the [PARS II Welcome Page - PARS II User Account Request](#) and can be accessed by clicking on [Email PARS II Support](#) link. Clicking on this link will invoke the workstation's email program (e.g. Microsoft Outlook, Figure 27) and will place the PARS II Help Desk address in the *Send To* section of the message. To ask a question or report a problem via email, enter text into the body of the email message and then send the message.

Figure 27 – Send Electronic Mail to the PARS II Help Desk

